

1 December 1998

Research, Development, and Acquisition

TRADOC ADVANCE ACQUISITION PLANNING SYSTEM (TAAPS)

Summary. This regulation establishes policy and procedures, assigns responsibilities and directs preparation and management of TRADOC Advance Acquisition Planning System (TAAPS).

Applicability. TAAPS applies to all TRADOC activities requiring contract support to complete their mission.

Suggested improvements. The proponent of this regulation is Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested

improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: Acquisition Directorate (ATBO-A), Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC Homepage at <http://www-tradoc.army.mil>.

Contents

	Paragraph	Page		Paragraph	Page
Purpose	1-1	1	Processes and Procedures	1-4	2
Reference	1-2	1	Distribution	1-5	2
Responsibilities	1-3	1	Glossary		2

1-1. Purpose. This regulation establishes policy and procedures, assigns responsibilities and directs preparation and management of TRADOC Advance Acquisition Planning System (TAAPS). All acquisitions with an estimated value in excess of \$500,000 or more that will be satisfied through established contracting procedures are included in TAAPS and, therefore, are subject to TAAPS policies and procedures. TAAPS data input will be provided to Department of the Army, Office of the Assistant Secretary Research Development and Acquisition for forecasting expected contract opportunities that small business concerns are capable of performing.

1-2. Reference. Public Law 100-656.

1-3. Responsibilities. This chapter assigns responsibilities for managing TAAPS and preparing data input.

a. TRADOC, Chief of Staff. The TRADOC Chief of Staff serves as the Acquisition Management Executive (AME), has complete management authority and will exercise executive oversight to ensure the effectiveness of the TRADOC overall acquisition management program. The Chief of the Requirements/Acquisition Management Branch (R/AMB), ATBO-A, will assist the AME in accomplishing this task.

b. Installation Commanders and Deputy Chiefs of Staff will—

(1) Ensure subordinate organizations comply with the guidance contained in this policy.

(2) Establish implementing guidance resulting from this policy.

(3) Establish an Advance Planning System for base operations (BASOPS) and mission contracts as appropriate.

(4) Establish a point of contact (POC) for the TAAPS forecast.

(5) Ensure that an advance acquisition forecast is prepared and submitted in accordance with (IAW) electronic procedures specified by Department of the Army, Office of the Assistant Secretary Research Development and Acquisition.

(6) Encourage activities to submit requirements to the contracting office throughout the course of the fiscal year to avoid year-end problems and maximize the use of personnel resources.

c. Requiring Activities. Each requiring activity is responsible for initial input and quarterly update of TAAPS forecast data.

d. R/AMB, as the TRADOC Principal Assistant Responsible for Contracting (PARC) point of contact, will—

(1) Assist the AME in providing executive oversight to ensure the effectiveness of TRADOC's overall acquisition management program.

(2) Formulate and update TAAPS policies and procedures that will ensure the effectiveness of the acquisition management process.

(3) Serve as the HQ TRADOC functional staff element for monitoring compliance to TAAPS.

e. TRADOC, Directors of Contracting Offices/Activities will provide acquisition guidance to requiring activities as necessary.

1-4. Processes and Procedures.

a. Public Law 100-656 amends the Small Business Act and requires each federal executive agency to prepare a forecast of expected contract opportunities or classes of opportunities that small business concerns are capable of performing. The Army Office of Small and Disadvantaged Business Utilization (SADBU) gathers data through the Annual Army Acquisition Forecast (AAAF) to satisfy this requirement.

b. A forecast of contracts that will be necessary to accomplish the TRADOC mission must be provided to Army SADBU for the AAAF. This forecast can only be provided by the activities that require the contracts. Cooperation and coordination with the supporting Directorate of Contracting is essential to achieve the best contracting results; however, forecasting future contracting needs can only be done by the requiring activity. All forecast requirements estimated to be at a value of \$500,000 and above must be entered into the database.

c. In order to accomplish the TAAPS data input required for the AAAF, use the paper-less method which allows the requiring activity to directly input data into the database via the TRADOC Homepage using links to the DCSBOS, Acquisition Directorate Homepage. The Army SADBU office will then extract data from the homepage electronically for distribution to Small and Disadvantaged Businesses as required. In addition to this extraction, contractors and other interested personnel will be able to obtain reports containing limited, non-procurement sensitive information from the TRADOC Homepage and other links to electronic sites such as the Assistant Secretary Research, Development and Acquisition.

d. Requiring activities shall input data into TAAPS forecast via the web site, <http://www.tradoc.army.mil/DCSBOS>, selecting installation systems and then TAAPS on the DCSBOS Homepage or the Acquisition Directorate site for data entry. Instructions for input are obtained on the web site through the program help menu.

e. Passwords, necessary for each installation/activity to input into the database, will be obtained by the installation/activity POC from the HQ TRADOC TAAPS POC, through an e-mail request to the following address: TAAPS@monroe.army.mil.

f. Data will be furnished annually by the end of October of each year and updated at least quarterly. Forecast will cover three fiscal years (for example, Oct 98 data input will include FY 99-01).

1-5. Distribution.

a. Distribution of TAAPS guidance, database information and updates will be through the TRADOC web sites; TRADOC Homepage at <http://www.tradoc.army.mil/DCSBOS> or the TRADOC Acquisition web site, <http://www.tradoc-acq.army.mil>.

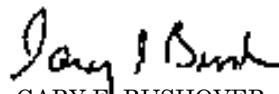
b. Modified TAAPS reports will be provided to contractor personnel via the TRADOC Acquisition web site or electronic media from the Department of the Army, Office of the Assistant Secretary Research Development and Acquisition, as appropriate.

Glossary

AAAF	Annual Army Acquisition Forecast
AME	Acquisition Management Executive
BASOPS	base operations
DCSBOS	Deputy Chief of Staff for Base Operations Support
IAW	in accordance with
PARC	Principal Assistant Responsible for Contracting
POC	point of contact
R/AMB	Requirements/Acquisition Management Branch
SADBU	Small and Disadvantaged Business Utilization
TAAPS	TRADOC Advance Acquisition Planning System

FOR THE COMMANDER:

OFFICIAL: CHARLES W. THOMAS
Major General, GS
Chief of Staff



GARY E. BUSHOVER
Colonel, GS
Deputy Chief of Staff
for Information Management

DISTRIBUTION: <http://www-tradoc.army.mil>